

3.3 D_Associate Manager / Senior Officer – Agency Planning & Initiatives

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Role Summary

Responsible for developing and implementing distribution management programs for attaining or exceeding agency key performance indicators (KPI) and profitability objectives and department goals, maintaining various programs to achieve desired results. Goals include generating agency channel targets AFYP, new recruits; developing effective incentive and compensation schemes, increasing number of new sales offices (SO), increasing the number of core agents or producers; supporting profitability through quality measures; developing agency development and agency training staff. Help in developing and improving performance of distribution development management team to achieve established goals. Ensure agency sales operational effectiveness to realize production and profitability goals.

Main Accountabilities

- Planning and execution:
 - o Help in designing & costing Agency compensation package, Agency Incentives, including incentive programs for field staffs.
 - o Support in controlling budget for Agency compensation, Incentive, staffs bonus, AD activities.
 - o Create, develop and manage monthly/ quarterly performance reviews of Agency. Maintain and deliver other ad-hoc Agency Channel reports
 - o Work with various teams for completing rules & memorandum relating to incentive/compensation program & working with Finance/ Accounting for accrual process
 - o Help in develop analysis to track agency / field staffs performance to find out business trend or risks if any, and other relating items as business requirements
 - o Answer ad-hoc questions from field force relating to Agency compensation, incentive programs
- Relationships and Communications:
 - o Build effective relationships both internal and external department;
 - o Seek input from and maintain effective ongoing communication with stakeholders
 - o Manage conflict to ensure least disruption to organization.
- Behavior: Be a role model for subordinates.

Competencies

- Good communication and interpersonal skill
- Good sense of creativity
- Strong team work spirit
- Able to work under high pressure
- Be careful
- Good knowledge on Vietnam Life insurance market, Life insurance business
- Understand sales activities
- Be able to analyse big data
- Proficiency in Access
- 5 – 7 years of working experience

Education and Experience

- University degree in Business Administration, Finance and Banking, Economics, Insurance
- At least 3 years working experience in Planning, Sales analytics, Marketing, Trade marketing

Please send CV to: VN_careers@sunlife.com